



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

September 24, 2009

Kris Gleason, HR Generalist  
Western Summit Constructors, Inc.  
2820 La Mirada Drive, Suite H  
Vista, CA 92081

Dear Ms. Gleason:

**RE: FINAL MONITORING VISIT REPORT for Western Summit Constructors, Inc. –  
ET08-0306**

<b>Date of Meeting:</b>	7/27/09
<b>Beginning/Ending Time:</b>	N/A
<b>Date of Last Meeting:</b>	12/18/08
<b>Meeting Location:</b>	Via teleconference
<b>Persons in attendance:</b>	Kris Gleason, HR Generalist, WSCI; Stephanie Wilson, Training Coordinator, WSCI; and Krista Campion, Contract Analyst, Employment Training Panel
<b>Action Required:</b>	No

## **CONTRACT INFORMATION**

<b>Term of Agreement:</b>	12/21/07 – 12/30/09	<b>Agreement Amount:</b>	\$49,968
<b>Training Start Date:</b>	5/14/08	<b>No. to Retain:</b>	77
<b>Date Training must be Completed:</b>	9/29/09	<b>Range of Hours:</b>	24 – 100
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	Job 1 – 53 Job 2 – 24

## ***ACTION ITEMS REMAINING FROM THE PRIOR MEETING:***

- ***None***

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

## **FINAL REPORT SUMMARY**

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 2/18/08. Training commenced on this project on 5/19/08 and Ms. Gleason confirmed that the last day of ETP training was 9/15/09, which allows for the 90-day retention period to be completed within the term of the Agreement – 12/30/09.

ETP processed one Agreement Modification during the term of the Agreement which added a CBT topic to the curriculum.

- **INTERVIEW WITH KRIS GLEASON, HR GENERALIST, AND STEPHANIE WILSON, TRAINING COORDINATOR**

Western Summit Constructors, Inc. (WSCI) is a general contractor that builds municipal and industrial water and wastewater facilities throughout the United States. This project was designed to provide project and field engineers and journeymen craft workers with training in Computer Skills, Business Skills and Continuous Improvement.

Ms. Gleason reported that the most effective training was the SAP instructor led training program (Computer Skills). Western Summit started using the SAP system in July of 2008 and needed to train the management staff on different modules from Equipment Management, Procurement, to Tracking Employees. She stated that this was key in making this a smooth software transition, making the company more efficient and better able to track its resources.

Ms. Gleason also reported that the slowdown in the economy severely impacted the company's ability to continue training. Specifically, she stated that Western Summit did not win any new projects in California as anticipated. Additionally, Western Summit was bought by Kiewit in December 2008. Subsequent to the Monitoring Visit, an Assumption of Liability was submitted to ETP legal for review.

See below for the projected earnings.

## **PROJECT STATUS PROVIDED BY THE CONTRACTOR**

Trainees Started Training:	37	Completed Training:	15
Trainees Enrolled:	55	In Retention Period:	4
Dropped Following Enrollment:	13	Completed Retention:	11
No. Completed Minimum Reimbursable Hours :	15		

According to the class/lab tracking system, 11 retrainees have completed the 90-day retention period but have yet to be invoiced for final payment. There are additional drops to be submitted on this project during the submission of the closeout invoice.

### **PROJECTED EARNINGS / NUMBER TO RETAIN**

Ms. Gleason confirmed that a total of 15 retrainees (19 percent of planned trainees) have completed the minimum number of hours to qualify for reimbursement, which is consistent with the information in the ETP class/lab tracking system. The per trainee reimbursement for class/lab training is based on the total actual number of training hours completed for each trainee, provided the minimum (24) and no more than the maximum (100) class/lab training hours are completed, and all other Agreement terms and conditions are met.

The 15 aforementioned retrainees have completed from 24 – 51.5 hours of class/lab and CBT for a grand total of 556 hours of training. **This equates to a potential reimbursement of \$14,709, assuming that all Agreement performance requirements are met including turnover rate** (see below). This amount is 29 percent of the Agreement amount.

### **Turnover Rate**

According to the Agreement, Western Summit Constructor, Inc. cannot earn the Final Payment of 25% per-trainee for any trainee unless the Contractor achieves an average turnover rate of 24% or less throughout the last 12 months of this Agreement for all full-time employees at any of its California facilities. Contractor must submit a written report demonstrating compliance with this standard during Fiscal Closeout.

### **INVOICES**

Please be advised that the final closeout invoice is due to ETP within 30-days following the end term date of the Agreement or no later than 1/30/2010. For invoicing questions, please contact our help desk at (916) 327-5379 or email at [help@etp.ca.gov](mailto:help@etp.ca.gov).

### **AUDIT**

Western Summit Constructors, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked

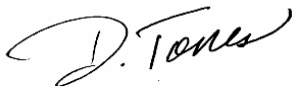
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information in this letter, please contact Ms. Campion at 619-686-1917, or at [kcampion@etp.ca.gov](mailto:kcampion@etp.ca.gov), within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager  
San Diego Regional Office



Krista Campion, Contract Analyst  
San Diego Regional Office

cc: Kris Gleason, HR Generalist  
Kulbir Mayall, ETP Fiscal Manager  
Master File  
Project File